



Castleford Park Junior Academy

Medley Street
Castleford
West Yorkshire
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www.pjademy.net

Monday, March 5th 2018

CPJA Parents' Evening electronic booking system

Dear Parent or Carer,

Castleford Park Junior Academy have introduced an electronic booking system to enable you to schedule an appointment with your child's class teacher online for their next Parents' evening which is scheduled to take place on Tuesday 13th March for Y5&6 or Wednesday 14th March for Y3&4 as was indicated in our last newsletter and on the website.

We will soon send a link to your mobile phone & email address which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this. If you are struggling to access the internet please pop into school and we will help you do this on our school computers.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside the teacher that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. Appointments range from 13:00 to 18:30. If the date is a problem for you, please contact your child's teacher separately to arrange a different time to meet.
5. Please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents' Evening booking system is closed, you can click the link on your phone or email again to check your booking time, cancel or reschedule by clicking the green booked button.

Please make sure you book your parents' evening ASAP to ensure you get the best time for you. If you do not receive an email or text with the Parents' evening booking link, please contact the School Office to arrange an appointment.

Kind Regards,

Miss Law

Primary Strategy
Director

Ms. J. Clarke

Headteacher:

Miss K Law

Deputy
Headteacher

Mrs J Roberts

School Business
Manager:

Mrs S Beedle

Chair of
Governors:

Mrs S Churm



Developing Inspiring Teachers



Healthy Schools